



EMPLOYMENT DEVELOPMENT DEPARTMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	EMPLOYMENT DEVELOPMENT DEPARTMENT	RELEASE DATE:	Wednesday, July 9, 2008
POSITION TITLE:	Chief, Tax Processing and Accounting Division	FINAL FILING DATE:	Friday, August 8, 2008 <i>or until filled</i>
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06302008_2

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Tax Branch, the incumbent plans, organizes, directs and facilitates the Tax Processing and Accounting Division (TPAD) which is comprised of approximately 700 staff. The Division Chief is responsible for administering the tax accounting and control functions for the Unemployment Insurance, Disability Insurance, Personal Income Tax, and special funds. The TPAD establishes employer accounts, maintains tax, wage and monetary information, and determines employer tax rates. The Division also cashiers tax payments, reconciles payment and return information, bills for unpaid liabilities, and initiates refunds for overpayments. In addition, TPAD manages the electronic commerce processes for employers to report wage information and make payments. TPAD is also responsible for collection and processing of information for the State's New Employee Registry and independent contractor reporting for child support collection purposes.

The Division Chief is a member of the Tax Branch management team and serves as the Tax Branch representative in state, federal, and public matters. The incumbent attends and speaks at public meetings regarding the administration of the various tax laws.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Demonstrated knowledge and effectiveness in implementing initiatives and policies.
3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
4. Demonstrated knowledge of state and federal laws, rules, policies, and procedures relating to tax issues affecting Departmental programs and having broad statewide impact.
5. Familiarity with the Employment Development Department's major programs including Unemployment Insurance, Disability Insurance, Employment Tax, and Workforce Services.
6. Familiarity with automated systems/technology and with the Department's automated systems.
7. Demonstrated capacity to work cooperatively and promote partnership with a wide variety of Departmental staff, other public governmental agencies, and private entities.
8. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.
9. Knowledge of the principles and practices of organization, fiscal and human resource management, the legislative process, and the Department's equal employment opportunity program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Tax Processing and Accounting Division**, with the **EMPLOYMENT DEVELOPMENT DEPARTMENT**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resource Services Division
PO Box 826880, MIC 54, Sacramento, CA 94280-0001
Lisa McVay | (916) 653-8456 | lmcvay@edd.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>